

## MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 2008-13

OPENING DATE: 15 February 2008

CLOSING DATE: 17 March 2008

ANTICIPATED FILL DATE: 27 April 2008

POSITION TITLE AND NUMBER:

Aviation Resource Management Specialist  
90093000, 763425

UNIT/ACTIVITY AND DUTY LOCATION:

156 Airlift Squadron  
NCANG, Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 13.18%)

GS-2101-09 \$41,772 - \$54,300 per year

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this position is STATEWIDE. Applications will only be accepted from current military members of the North Carolina Air National Guard and individuals who are eligible and willing to enlist in the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Dates reflected on the KSA's must mirror dates listed on application.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

NOTE: Military Grade Inversion: The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA'S. Other requirements of assignment: Obtain and maintain a Top Secret security clearance

### KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172.

1. Ability to operate a wide variety of communications equipment such as radios, computers, and telephone systems.
2. Ability to communicate effectively to a wide variety of agencies in a time sensitive manner.
3. Ability to maintain, issue, and destroy classified and/or COMSEC material.
4. Ability to determine appropriate actions in implementing emergency actions; and provide event tracking that involves gathering information and monitoring a sequence of events.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for promotion until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG is mandatory. AFSC: 1C0X2,

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Provides preflight briefings to military and civilian aircrews, including those of foreign governments and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans. Furnishes pilots with full range of necessary information pertinent to planning and completing their intended flight safely and assists them in making preflight decisions and calculations when required. Reviews and evaluates proposed flight

plans for technical accuracy and compliance with USAF, FAA, DOD and ICAO directives. Ensures flight plan information is in proper format prior to processing plans into the FAA flight planning Aeronautical Information System (AIS). Performs quality control on proposed flight plans with aircrews and provides special briefings to pilots of civilian and non-DOD government aircraft on flight planning procedures. Briefs aircrews on air traffic control, noise abatement, and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions. Ensures aircrews are briefed on Foreign Clearance Guide requirements for OCONUS flight operations. Briefs pilots on alternate airfields' facilities, status and limitations of navigational aids, restricted areas, radio frequency changes, call letters, airfield obstructions, and other information necessary to accomplish the flight safely. Recommends revision and/or changes to flight plans as appropriate. Provides taxi, run-up, and takeoff information. Obtains and coordinates Pilot Report (PIREP) information to appropriate agencies related to mission profiles. Briefs Notices to Airmen (NOTAMS) as required prior to all flights. Provides flight following as required on all flight plans. Initiates special actions and /or precautions when VIPs, hazardous cargo, and air evacuation flights are involved. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft. Through the use of air-to-ground communications, communicates with pilots in flight with information regarding flight plans; clearances; advisories on local, en-route, and destination airfield conditions; messages; and other data effecting safety of flight. Coordinates with Federal Aviation Administration (FAA), Air Route Traffic Control Center (ARTCC), Radar Approach Control (RAPCON) and control Tower on all flight plan changes. Provides special flight following services based on weather elements, airfield conditions, and aircraft characteristics. Sends and receives notifications of inbound and outbound air traffic including emergencies with FAA and local authorities. Schedules and coordinates use of military special use airspace/facilities including air refueling areas, military operating areas, and landing and drop zones. Determines appropriate action in implementing emergency, Quick Reaction Checklist (QRCs), and operations plans. Activates secondary crash phone network for aircraft accidents, and in-flight and ground emergencies. Evaluates seriousness of incidents and notifies proper agencies. Initiates communications search for overdue and unreported military aircraft, and upon confirmation, implements search and rescue procedures. Conducts anti-hijacking procedures during passenger processing activities. Coordinates response activities with air traffic control and crash and rescue agencies and supports local authorities. Operates FAA flight planning communications equipment for input of flight plans, receiving arrival/departure messages, making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required. Is subject to Air Traffic Systems Evaluations IAW applicable Air Force, MAJCOM, and NGB directives. This includes individual testing, performance certification, and program management assessment. Inspections and tests are conducted by the Flight Standards Branch (the same unit that inspects the Control Tower). Inspects or ensures the inspection of ANG tarmac parking and Federal taxi ways daily (or more often as required) for such flying safety hazards as: foreign object debris, violations of lateral clearance criteria, and hazards to landing, take-off, taxiing or parking areas. These inspections focus on condition of taxiways, aprons, and ramps, and the operational status of airfield lighting systems and arresting systems. Monitors repairs and construction projects for ANG property as they affect operations of the airdrome. Initiates and cancels NOTAMs on airfield facilities/conditions. Maintains current NOTAM file IAW governing directives and other required flight information and aeronautical publications. Measures aircraft braking action on runway and taxiways and prepares information for entry on the weather sequence. Coordinates local drop zone activities with base flying units and Air Traffic Control agencies. Processes reports of adverse public reactions in accordance with applicable directives. Disseminates severe weather warnings to base activities. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:**

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

**DISTRIBUTION:**

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1